

Job Description

Position: Property Manager

Supervisor: Director of Property Management

Worksite: Lyndonville, Vermont

Classification: Full Time

Job Overview: The Property Manager is responsible for managing the administrative, day-to-day operations, financial, leasing/rental and maintenance of affordable housing units within their portfolio. The Property Manager provides direction and support to the team to manage a portfolio of rural affordable housing. The ability to be flexible and work in a team environment is a must.

Essential Duties and Responsibilities:

- Have overall responsibility and accountability for the quality of and financial stability of all the units in the assigned portfolio.
- Ensure that vacant units are filled in a timely fashion. Show units to applicants, communicate and collaborate with maintenance staff regarding turnover status, prepare move-in packet and perform lease up.
- Manage tenant relations. Note and address lease violations, resolve tenant issues, communicate with tenants regarding policies.
- Make referrals to social service agencies as indicated.
- Conduct tenant appeals.
- Conduct inspections as required and indicated, in collaboration with maintenance staff.
- Ensure rent is collected in a timely fashion. Make payment arrangements when indicated
- Manage evictions when necessary. Take all reasonable efforts to prevent evictions.
- Manage the move out process including : schedule move out inspections with maintenance supervisor ; send move out instructions to tenant ; schedule move out ; communicate vacancy with compliance staff ; compose security deposit letter ; complete vacancy claim packet prep.
- Collaborate with the Director of Property Management and Finance in developing property budgets
- Coordinate with development staff, especially during re-location of tenants for property re-habilitation projects.
- Coordinate closely with maintenance staff to ensure properties are in good condition.

- Monitor the property budgets to ensure spending stays within the budget.
- Comply with all company directives on personnel, accounting, purchasing and maintenance.
- Ensure all affordable housing program requirements and applicable HUD, RD, LIHTC, and State agencies regulations are monitored regularly and are in full compliance, including wait list, leases, correspondence etc.
- Participate in assigned activities in support of Rural Edge & Property Management Division's mission and goals.
- Act in a professional manner at all times.
- Comply with all Rural Edge policies and procedures.

This information is not intended to be an all-inclusive list of the duties and responsibilities of the position. The duties and responsibilities in the job description may be subject to change at any time, due to reasonable accommodation or other reasons. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.

Qualifications:

- High School diploma and 4 years' experience in direct client services in a business or human services setting *or* an Associate Degree and 2 years' experience in direct client services in a business or human services setting *or* a Bachelor's degree in Business Administration or Human Services.
- Excellent written and verbal communication skills
- Excellent organizational skills and detailed work habits
- Basic computer knowledge and competence, including MS Word, Excel
- Ability to work cooperatively, effectively, and efficiently with a diverse group of people in a team environment.
- Ability to travel for job performance.
- Possession of a valid driver's license, a good driving record, and automobile insurance per State of Vermont.
- Ability to work in a team environment with limited supervision. Ability to multi-task, and balance priorities incorporating day-to-day and long term goals. This position requires professional conduct at all times.

For full job performance:

- Knowledge of regulations pertaining to affordable housing. HOME, USDA RD, VHCB, HUD, preferred.

Supervisory Responsibilities: none

Physical Demands:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

F = Frequently

O= Occasionally

R= Rarely

N=Never

<u> </u> F <u> </u> Stand	<u> </u> F <u> </u> Walk	<u> </u> F <u> </u> Sit
<u> </u> F <u> </u> Stoop	<u> </u> F <u> </u> Type	<u> </u> F <u> </u> Bend
<u> </u> F <u> </u> Stretch	<u> </u> F <u> </u> Kneel	<u> </u> F <u> </u> Crouch
<u> </u> F <u> </u> Push	<u> </u> F <u> </u> Pull	<u> </u> F <u> </u> Talk
<u> </u> F <u> </u> Answer phones	<u> </u> F <u> </u> Engage in conversations	<u> </u> F <u> </u> View computer monitor
<u> </u> F <u> </u> Lift up to 10 lbs.	<u> </u> O <u> </u> Lift up to 50 lbs.	<u> </u> O <u> </u> Utilize ladder under 5 ft
<u> </u> R <u> </u> Utilize ladder over 5 ft.	<u> </u> O <u> </u> Utilize step stool	<u> </u> O <u> </u> Use cleaning supplies
<u> </u> R <u> </u> In contact with hazardous material		